



King County
ADMINISTRATIVE SPECIALIST III
DEPARTMENT OF ADULT & JUVENILE DETENTION
COMMUNITY CORRECTIONS DIVISION – HELPING HANDS PROGRAM

Hourly Rate Range*: \$17.25 - \$21.86

(*Subject to change upon implementation of applicable 2006 rates/increases.)

Job Announcement #: 06RF5998

OPEN: 4/12/06 CLOSE: 4/28/06

WHO MAY APPLY: This career service position is open concurrently to all King County employees and the general public. List established via this recruitment will be used to fill one current vacancy and may be used to fill future vacancies as they occur.

WHERE TO APPLY: Required forms and materials must be submitted to the King County Department of Adult & Juvenile Detention (DAJD), Human Resources Office. Materials may be either:

- Mailed to: KC DAJD Human Resources, 500 Fifth Avenue (M/S: KCF-AD-0600), Seattle, Washington 98104;
- Hand Delivered to: KC DAJD Human Resources, King County Courthouse, 516 Third Avenue, Room E-245, Seattle, Washington; or,
- E-Mailed to: Recruitment.DAJD@Metrokc.gov

Application materials must be received by 4:30 p.m. on the closing date. Postmarks are accepted.

Applications not received at the location specified may not be processed. Further inquiries may be directed to DAJD Human Resources at 206-296-4114.

FORMS AND MATERIALS REQUIRED: (1) King County employment application and applicant data sheet which can be accessed via <http://www.metrokc.gov/ohrm/jobs/jobapplications.htm> ; (2) letter of interest detailing your experience and qualifications related to the essential functions and minimum qualifications outlined below; (3) response to supplemental questionnaire accompanying this announcement, **PLUS**, (4) Completed DAJD Background Investigation Screening Form.

WORK LOCATION: Community Corrections Division Administrative Offices, 400 Yesler Way, Room 420, Seattle, Washington.

WORK SCHEDULE: This is a 40-hour work week, overtime eligible position. Standard work hours are 8:30 a.m. – 4:30 p.m., Monday through Friday. Overtime, evening or weekend work may be required.

PRIMARY JOB DUTIES: Provide clerical support to the Community Corrections Division Helping Hands Program. Perform lead clerical and/or oversight office coordination. Use independent judgment in working with complex and/or sensitive information. Research specialized or technical information, providing program specific information to internal and external customers. Coordinate work of other office employees and provide direction and training as assigned. Perform backfill duties

as assigned for Community Corrections Division. **The essential functions of this position are detailed on the next page of this announcement.**

MINIMUM QUALIFICATIONS: Two years of full-time office work experience which includes maintaining and tracking data, analysis, designing and maintaining data sources. Must possess a strong working knowledge of MS Access, Excel, Word, Outlook and scheduling software. Experience with Microsoft Access is desirable. Must have the ability to multi-task and work independently in a busy environment within stringent time constraints and work cooperatively with a variety of individuals.

SELECTION PROCESS: The selection process will consist of an evaluation of the materials listed above under **Forms and Materials Required**. Those applicants judged most competitive based on a screening of application materials received may be requested to complete additional testing and/or will be scheduled for an interview. All candidates will undergo a preliminary background investigation screening; finalists will undergo a more extensive background investigation process to include criminal records and reference checks,

UNION MEMBERSHIP: Membership in Local 519B is required within 30 days of employment.

Candidates must submit all required forms and documents listed above in “Forms and Materials Required”. Unless otherwise specified, a resume alone will not substitute for the required forms. Initial screening will be based on a review of these materials. Only individuals who pass the initial screening will proceed in the selection process. Use or involvement with any illegal drugs and/or criminal convictions in an adult criminal court within the time limits indicated on the DAJD Background Investigation Screening Form will prohibit further consideration. If you have failed the department’s background investigation process within the past two years, your application will not be considered at this time.

CLASS CODE: 8388

Administrative Specialist III
Department of Adult & Juvenile Detention
Community Corrections Division – Helping Hands Program

Following are the essential functions for this position. See first page of announcement for additional information, including minimum qualifications and application requirements.

Essential Functions:

1. Provide primary clerical support to the Community Corrections Division (CCD) Helping Hands Program (HHP). Provide oversight office coordination.
2. Administer the scheduling of meetings, set up appointments and maintain calendars for the CCD-HHP Project/Program Manager.
3. As assigned, review case files and screen offenders for eligibility/placement. Conduct or assign the completion of offender intakes, interviews, orientation and placement of individuals under court order to complete community service hours.
4. Organize, oversee, establish and maintain data sources using customized database applications. Establish, maintain, track and/or retrieve program information and compile related data and reports.
5. Prepare Federal or Washington State grant documents according to specific directions. Monitor and maintain grants and contracts.
6. Schedule and attend division and program staff meetings as assigned, take minutes as assigned.
7. Serve as back up for division clerical staff as assigned, including, but not limited to, performing payroll and timekeeping duties.
8. Administer, inventory, order, collect and distribute supplies and/or equipment for the Helping Hands Program.
9. Process mail, respond to mail when appropriate; identify priority and/or time-sensitive matters; maintain security and confidentiality of records.
10. May be assigned the orientation and/or training of assigned staff, volunteers, and/or work study students.
11. Perform other related duties as assigned.

Supplemental Questionnaire: Response to this questionnaire is required to complete the application for this position. Provide a concise written response indicating your background in each of the following areas. Your response should be limited to no more than three pages. At the top of each page you submit, please print your full name, the date, and position title and announcement number.

- I. **UTILIZE COMPUTERS:** Including enter, retrieve and update data; Produce routine correspondence and reports; Compiling spreadsheets utilizing Excel programs; Creating flow charts; Utilizing Microsoft Access; Utilizing criminal justice applications, databases and programs.
- II. **DATA ANALYSIS:** Including Designing queries; Preparing preliminary basic analysis; Developing a database.
- III. **MAINTAIN RECORDS AND FILES:** Including maintaining confidentiality of records and files; organizing/maintaining file systems and reports; developing and maintaining tracking and tickler file systems.
- IV. **PROVIDE CLERICAL SUPPORT:** Including, answering telephones; processing/distributing incoming/outgoing mail; typing routine information and correspondence; performing payroll duties as assigned; order office supplies; working independently, multi-tasking, prioritizing and working under stringent timelines.
- V. **CORRECTIONS/CRIMINAL JUSTICE EXPERIENCE:** Including knowledge of legal terminology; knowledge of corrections/jail procedures and protocols; effectively deal with others on the telephone and in person, including inmates, court staff, other agencies and the general public; effectively deal with angry/hostile individuals; ensure and maintain confidentiality of sensitive information, documents and related records/files; work cooperatively and effectively with corrections program staff at all levels.

KC DEPARTMENT OF ADULT & JUVENILE DETENTION
Background Investigation Screening Form

**Applicant
Name:**

**Dat
e:**

(Please Print)

**Position for
which
you are
applying:**

**Announceme
nt #**

All candidates for employment with the King County Department of Adult and Juvenile Detention (DAJD) must undergo a background investigation process. A preliminary screening of all candidates will be based on a review of the completed **Background Investigation (BI) Screening Form**. Please complete this form thoroughly, applicant signature and date is required at the end of this document (Applicant Certification). This document is required to ensure consideration. Applicants may be rejected for criminal behavior, illegal drug use, or failure to meet department standards in the areas listed in the "Background Investigation Screening" questionnaire.

Finalists for DAJD positions will be required to undergo a more extensive background process which includes a polygraph examination, investigation for criminal activity, traffic records, conviction records, employment and education history, character and reputation in the community, etc. Selected positions may also require psychological testing and evaluation, and a pre-employment general medical physical – please see position announcement for specific requirements.

▪ Have you applied for a job with the King County Department of Adult & Juvenile Detention within the last two years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
▪ Have you undergone the department's background investigation process within the last two years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
▪ Are you willing to undergo a background investigation process as described above?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
▪ Are you willing to undergo psychological testing and evaluation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
▪ Are you willing to undergo a pre-employment medical examination?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Background Investigation Screening: Response to the following items will be screened to determine if you meet the preliminary background requirements for employment with DAJD. Please answer the following questions carefully. All answers will be verified in the course of the required background investigation process. Use or involvement with any illegal drugs and/or criminal convictions in an adult criminal court within the time limits listed on this questionnaire will prohibit further consideration.

Dishonest answers or omitted facts in any part of the application process will be grounds for rejecting your application. A positive response (yes) to the BI Screening Form will not necessarily exclude you from employment. However, if you are later found to have provided dishonest

responses to this questionnaire, you may be ineligible for employment. If in doubt, please provide a written explanation in the space provided at the end of this form.

1. Have you been convicted of a felony in an adult criminal court in the last ten years? (Note: you must indicate "yes" if you were EVER convicted even if the charges were later dismissed, expunged, deferred, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Have you been convicted of a misdemeanor offense in the last three years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Have you had your drivers license revoked, or have you been convicted of a DUI, reckless driving, or hit and run in the last three years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Have you bought, sold, offered to sell, possessed, or transported marijuana within the last five years? (This includes unknowingly transferring or possessing.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Have you used marijuana in the last three years? (This includes using even once or experimenting.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

For purposes of the following two questions (6 and 7), illegal drugs/narcotics/controlled substances will include the following: Cocaine, opiates, hallucinogenic drugs, PCP, mushrooms, LSD, meth, heroin, amphetamines, methamphetamine, barbiturates, ecstasy, opium, or oxycontin.

6. Have you bought, sold, offered to sell, possessed, manufactured, delivered, possessed with intent to manufacture or deliver a controlled substance, or transported any other controlled substance or other illegal drugs/narcotics as described above within the last seven years? (This includes unknowingly transferring or possessing.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Have you illegally used any other controlled substance or other illegal drugs/ narcotics (listed in question 6 above) within the last seven years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Have you ever used illegal drugs/narcotics or non-prescribed prescription drugs while employed or after being employed by a criminal justice agency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Have you ever been terminated or resigned in lieu of termination from another criminal justice agency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Have you ever been convicted of domestic violence or related offenses involving physical violence? (This includes having a court order or violating a court order that restrains such person from harassing, stalking, or threatening a domestic partner of such person or child of such domestic partner or person, or engaging in other conduct that would place a domestic partner in reasonable fear of bodily injury to the partner or child.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11. Have you ever had any intimate contact with inmate(s), former inmate(s), or detained individuals while employed with a criminal justice agency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

12. Have you ever been disciplined for sexual, racial or other harassment or discrimination or left employment prior to the outcome of an investigation related to alleged harassment or discrimination by you?

☐ Yes

☐ No

Please use the space below to explain, expand or qualify your response(s) to any of the BI Screening Form questions. Attach additional sheets if needed.

APPLICANT CERTIFICATION:

I certify that the information provided in this document is truthful and accurate and understand that this information will be verified in the course of the required background investigation process. I understand that proceeding to the background investigation process does not constitute an express or implied employment contract.

Signature: _____

Date: _____

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